



## Gilbert Special Census 2015 – Employment *Frequently Asked Questions*

- For Questions related to what the Special Census is please refer to the Special Census FAQ sheet. [www.GilbertCensus.com](http://www.GilbertCensus.com)
- **How long will it take to conduct the Special Census in Gilbert?**
  - The Special Census is anticipated to run from October 1, 2015 to the end of November, 2015; however, if the enumerators are not able to gather the necessary data from each household the Special Census could extend beyond November.
- **How do I obtain more information about working for the Census Bureau?**
  - If you are interested in working for the Census Bureau, there are numerous employment opportunities. Please visit our website at <http://www.gilbertaz.gov/departments/human-resources/applicants/special-census-recruitment> or our recruitment system directly at <http://ow.ly/NLTvo>
  - You may also contact the Denver Regional Office at (720) 962-3700, and find out how you can get involved!
- **What positions and how many positions will the Census Bureau hire for the Special Census?**  
**What is the pay rate?**
  - We have provided a table below of the positions available, the number of positions, and the hourly rate for each position.

Census Position	# of employees needed	Hourly Rate
Census Clerk	25	\$12.25
Census Field Operations Supervisor	5	\$19.25
Census Crew Leader	36	\$17.75
Census Enumerator	390	\$16.25
Census Office Operations Supervisor	3	\$19.25

- **Outside of the hourly wage, are we reimbursed for travel expenses? Is there a differential for bi-lingual employees? How were these wage rates established? Are the rates negotiable?**
  - Before you go to work, you will attend a training session. You will be paid for actual hours of work including time spent in training. You will get specific information about pay from the census supervisor.
  - You may be eligible for mileage reimbursement depending on your position with the Census Bureau.
  - The Census Bureau **does not** pay a differential for bi-lingual employees.
  - The Census Bureau established the rates based on comparable job rates in the marketplace.
  - The wage rates **are not negotiable**.
- **Is there a uniform for the positions? If so, is it provided to me for free?**



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- Every enumerator will be wearing a Bureau-issued identification badge that you could be ask to show to the public.
- Enumerators will be given (2) lime-green 'Be Counted' shirts by Gilbert, AZ. It is our hope that you will wear these to make yourself more recognizable to the Public. Please note there is no uniform requirement enforced by the Census Bureau.
- **Do you have description of the positions available?**
  - Yes, please view the position descriptions that also include tentative dates at <http://www.gilbertaz.gov/departments/human-resources/applicants/special-census-recruitment> or our recruitment system directly at <http://ow.ly/NLTvo>
- **What are the eligibility requirements required by the US Census Bureau to be considered for employment?**
  - A number of factors could affect whether an applicant will be offered a job with the Special Census, including eligibility and availability.

Eligibility requirements include:

1. Be a U.S. Citizen
2. Meet the minimum age requirement of 18
3. Male applicants born after December 31, 1959, must be registered with the Selective Service System.
4. Have a valid Social Security Number;
5. Have a valid driver's license and a vehicle available for use;
6. You cannot be employed in law enforcement;
7. Pass a background check;
8. Should have the ability to pass a 30-minute general knowledge pre-employment test;
9. Should have the ability to hear responses and read questionnaires;
10. Should be able to work several hours a day, which often includes a lot of walking and climbing stairs;



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Availability requirements include:

- Should be available for day, evenings and weekend work, as needed; this will usually be no later than 9:00 p.m.
  - Should be available to attend a three-day training session.
  - Should be available to work the entirety of the project Special Census duration.
- **I believe I meet the eligibility requirements of the US Census Bureau what are my next steps?**
    - You must register to take the pre-employment test. You are able to register by taking the following steps:
    - **Step 1:** Submit your contact information and supplemental questionnaire [here](#).
    - **Step 2:** Fill out the U.S. Census Employment application below. Once completed, email the application to [CensusJobs@gilbertaz.gov](mailto:CensusJobs@gilbertaz.gov).

### [Complete Application Now](#)

- *Applications can also be picked up or dropped off at the front counter at Gilbert's Municipal Building I, 50 E. Civic Center Drive Gilbert, AZ 85296.*
- You will need to bring a paper copy of this completed application with you to the test site once you have been notified of the test location, date, and time. You will be notified via email and/or by phone one week prior to the testing session.
- Please remember that you must also bring a form of ID to the testing session. Your Special Census application contains the acceptable forms of identification that will be needed. Provide one document from List A or one document from List B and from List C to meet Form I-9 requirements.
- Most positions will undergo testing and training starting in August in order to begin going door to door October 1<sup>st</sup>. We encourage interested residents to apply for this exciting opportunity to help your community! Thank you.



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- **Do you have a timeline of when the jobs will start and when they will end?**
  - Please see the table below which outline tentative testing, selection dates

Position	Testing Dates	Selection Dates	Admin Dates (1 <sup>st</sup> Paid Date )	Training Dates Paid
Census Clerk	To Be Determined*	7/17	7/23	On the Job
Census Field Operations Supervisor	To Be Determined*	8/17 - 8/21	8/31	On the Job
Census Crew Leader	To Be Determined*	8/24 - 8/28	9/8	9/21 - 9/25
Census Enumerator	8/12 - 8/29	9/1 - 9/11	9/14	9/28 - 9/30
Census Office Operations Supervisor	To Be Determined*	7/17	7/23	To Be Determined

*\*You will be notified by email and by postcard of your testing date.*

- **How are Census Bureau Staff paid? How will you know the hours I work?**
  - All the positions listed here will be paid through the Town of Gilbert HR Department and will be processed on the same cycle as all of our regular Town Staff. It is preferred that all employees utilize direct deposit, and this option will be made to Census Staff as well. More information on this topic will be provided to you if you should be selected by the Census Bureau for employment.
  - The Census Bureau provides all employees with training about how to report their time daily to their supervisor, which includes a detailed timesheet. More information on this topic will be provided to you if you should be selected by the Census Bureau for employment.
- **Given that I will be working for the Census Bureau and being paid through the Town of Gilbert, who is my employer?**
  - Your official employer is the Census Bureau. Gilbert will be providing assistance throughout the process, including processing of payroll, but the Census Bureau will be responsible for your day to day employment responsibilities.
- **I am a Town Employee can I work for the Special Census?**
  - Due to our secondary employment policy, Gilbert employees will not be able to work for the Census Bureau. If you have additional questions please feel free to contact the Gilbert HR Department.



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- **I am a Town Temporary employee can I work for the Special Census since I only work part-time?**
  - Due to our secondary employment policy, Gilbert employees including temporary staff will not be able to work for the Census Bureau. If you have additional questions please feel free to contact the Gilbert HR Department.
  
- **Who do I contact if I have questions about the application or recruitment process?**
  - Feel free to contact our Employment Census Job line at 480-503-6522
  - Or email us at [CensusJobs@gilbertaz.gov](mailto:CensusJobs@gilbertaz.gov)